

Accessing all of your students' portfolios can become overwhelming and tedious. There are a few steps we can take to create links to access each student's portfolio to avoid searching for each portfolio.

1. From your PowerSchool portal, click on the printer for the desired class.

Current Classes

P3(A)	Reading 7								
P4(A)	English 7								
P5(A)	Reading 7								
P6(A)	English 7								
P7(A)	English 7								
HR(A)	Homeroom								

2. From the drop down menu "Which report would you like to print", Click Student Email.

Print Class Reports

Which report would you like to print?

For which students?

Test print?

Watermark Text

Watermark Mode

When to print

Class Attendance Audit

Class Attendance Audit

File Folder Labels for Students (Avery 5160)

File Folder Labels for Students (Avery 8160)

File Folder Labels for Students (Safari Avery 5160)

Filing Folder Names (Office Max)

2009-2010 Start-of-School Letter

PowerSchool for Students Letter

HS Report Card - 1st Semester

MS Report Card

Algebra I Parent Letter - Middle School

Elementary Withdrawal Form

Emergency Card

Student Email

Student List for Printing Progress Reports

Student PIN

Submit

3. Once the report has run, click view to open the PDF report with your students' email addresses.

Created	Job Name	School	Started	Ended	Status
11/07/2013	Student Email	NPMS	11/07/2013 08:19 AM	11/07/2013 08:19 AM	Completed View

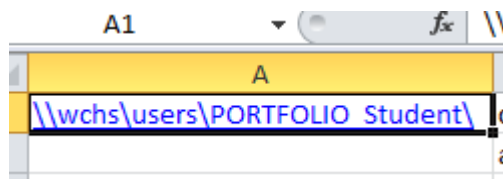
4. Highlight and copy the email addresses on this report.

chris.ada
aaron.ba
jeremy.b

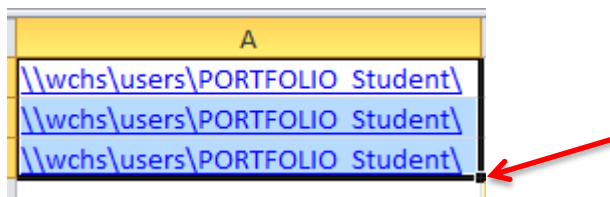
5. Open Excel and paste the email address that you just copied into Column B.



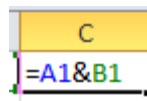
6. Copy and paste [\\wchs\users\PORTFOLIO_Student\](#) into Column A.



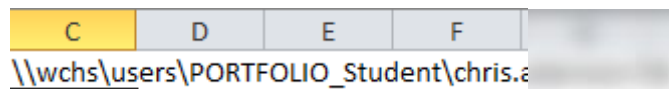
7. Click and drag the square at the bottom right hand corner of the cell down to fill the column with the text. This text must be present for each student.



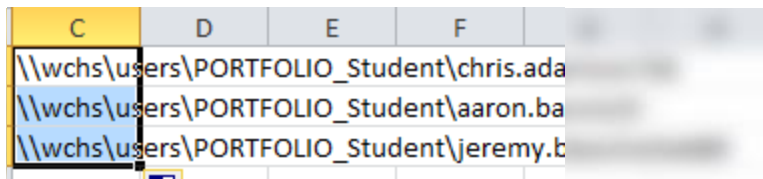
8. In Column C, Row 1, enter the following formula: =A1&B1



When you press enter the information from A1 and B1 will be combined.

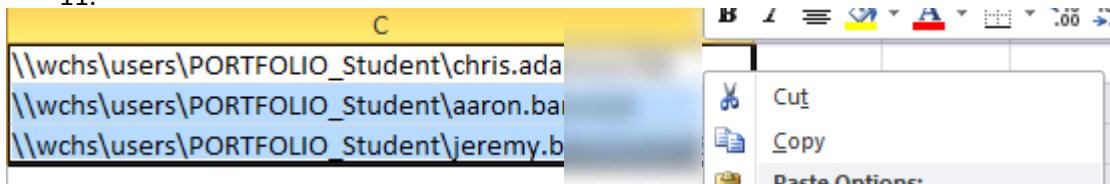


9. Click and drag the square at the bottom right hand corner of the cell to fill this formula in the remaining cells.

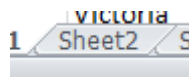


10. Select, highlight, and copy the information in Column C.

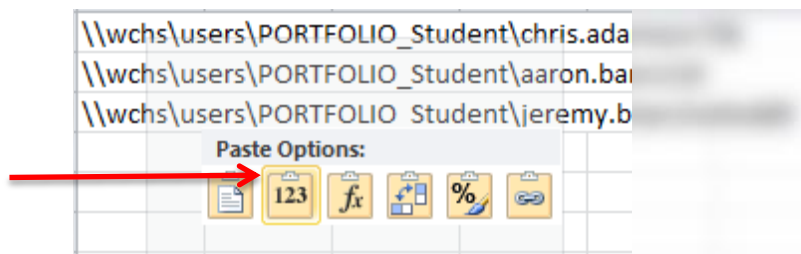
11.



12. Go to Sheet 2 at the bottom of the document.



13. On the new sheet, right click paste and choose paste option 123.



14. To make each address a link, double click in each cell. The address will turn blue when it is a link.

A
\\wchs\users\PORTFOLIO_Student\chris.ada
\\wchs\users\PORTFOLIO_Student\aarons.ba
\\wchs\users\PORTFOLIO_Student\jeremy.b